

Cafeteria Plan Advisors, Inc.
420 Washington St. Suite 100
Braintree, MA 02184
Phone 781.848.9848
www.CPA125.com
Fax 781.848.8477

AUTHORIZATION FOR PRE-TAX PAYROLL REDUCTION

Return Signed Form to Cafeteria Plan Advisors by: 5/2/2018

Current participants can enroll online.

Log onto www.cpa125.com and click on Employee Online Access.

Personal Information

Name:	Employer:	TOWN OF BROOKLINE
		7/1/2018 – 6/30/2019
Mailing Address:	Plan Year:	(Plus 75 day Grace Period)
City, ST, Zip:	SSN:	DOB:
E-Mail:	Phone:	

Payroll Information

I am a: Town Employee: ☐ School Employee: ☐

I am paid: Weekly 52: ☐ Weekly 41: ☐ Bi-Weekly 21: ☐

Benefits Selected

<input type="checkbox"/> FSA Dependent/ Day Care Account I elect to contribute \$ _____ for the Plan Year. (\$5,000 maximum) <i>Confirm eligibility criteria prior to enrolling.</i> <i>Claim can be filed online on or after 7/1/2018</i> Administrative Fee \$36.00 per Plan Year	<input type="checkbox"/> FSA Health Care Account I elect to contribute \$ _____ for the Plan Year. (\$2,650 maximum) <i>FSA Debit Card included.</i> <i>Do not include insurance premiums.</i> Administrative Fee paid by the Town of Brookline
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Direct Deposit Information (Required if not on file with Cafeteria Plan Advisors, Inc.)

I hereby authorize Cafeteria Plan Advisors, Inc. to deposit my claim reimbursements directly to my bank. I also authorize drafts to adjust any over deposits that were credited to my account in error. I will contact Cafeteria Plan Advisors, Inc. immediately with any bank information changes.

Name of Bank: ☐ Checking ☐ Savings

Routing Number (9 digits):

Account Number:

Certification

I hereby authorize a salary reduction agreement for the amount(s) shown above. I understand that:

- Cafeteria Plan Advisors, Inc. will hold these funds until eligible expenses are incurred and a claim is submitted. Funds may be forfeited in accordance with IRS Publication 969 if eligible expenses are not submitted for reimbursement by plan year deadline or purchased utilizing the provided debit card (if applicable). If terminated, expenses may be incurred through termination date.
- Dependents must qualify under regulations set forth in IRC sections 152 and 129.
- Expenses generally must be consistent with allowable medical deductions under IRS Publication 969.
- This election cannot be revoked or changed during the plan year without a qualifying event as defined by the IRS.
- **Current participants must re-enroll each plan year.**
- If you or your spouse are 'contributing' to a Health Savings Account (HSA), you are NOT ELIGIBLE for the FSA Health Care Account.
- **Dependent Care Plan Participants only:** I, the undersigned, certify that I have read the Dependent Care Reimbursement Plan Guidelines (www.cpa125.com) and meet all requirements necessary to participate in the FSA Dependent Care plan. The undersigned agrees to notify the plan administrator in writing within 30 days should the undersigned no longer meet eligibility as mandated by the IRS. Dependents must qualify under IRC section 152.

Signature:

Date: